

<b>Position Title:</b>	(insert job title here)	<b>Name:</b>	
<b>Reports to:</b>		<b>Location:</b>	
<b>Start Date:</b>		<b>Department:</b>	
<b>Primary Purpose of Position:</b>			
The Operations Manager will be responsible for and contribute to the development and implementation of organisational strategies, policies and practices. The Operations Manager will also be responsible for managing a team of individuals and will play a lead role in providing financial and operational support.			

<b>Key Responsibilities &amp; Duties:</b>
<p><b>Major Responsibilities include but are not limited to:</b></p> <ol style="list-style-type: none"> <li><u>Major Accountabilities</u> <ul style="list-style-type: none"> <li>List the major accountabilities of this position</li> </ul> </li> <li><u>General:</u> <ul style="list-style-type: none"> <li>Meet attendance requirements</li> <li>Work without constant supervision</li> <li>Be effective in meeting deadlines</li> <li>Produce accurate and quality work</li> <li>Achieve improved business performance</li> <li>Meet all requires of employment contract</li> <li>Implement company policies as required</li> </ul> </li> <li><u>Working Relationships</u> <p><b>Internally</b> this position works with:</p> <ul style="list-style-type: none"> <li></li> <li></li> </ul> <p><b>Externally</b> key working relationships are with:</p> <ul style="list-style-type: none"> <li></li> <li></li> </ul> </li> </ol>

<b>Key Competencies</b>
<ul style="list-style-type: none"> <li>List key criteria and abilities to perform the position</li> </ul>

<b>Agreement</b>
<p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> <li>I fully understand the content and agree that it forms the basis of my employment at UBT</li> <li>I understand that the company may change the Position Description from time to time to suit the needs of the business</li> </ul>

Signed Employee.....Date:.....	
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Signed Manager:.....Date:.....	
...	